

~~CONFIDENTIAL~~

6 JUL 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (29 June - 5 July 1983)

Office of the Director

The Director of Information Services met with the Director of Development and Engineering/DS&T on Thursday, 30 June, to discuss the MI Career Sub-Group and OIS employees assigned to OD&E.

Classification Review Division

CRD is assisting the NIO/USSR in reviewing three National Intelligence Estimates and two Special National Intelligence Estimates in response to an FOIA request. Four of the documents had been reviewed by CRD in 1981 under the Systematic Classification Review program and downgraded from Top Secret to Confidential. The other was reviewed in 1979 for inclusion in FRUS and declassified at that time. The current review will determine what portions can be released under FOIA.

CRD reviewed three OSS documents (26 pages), one PRB manuscript (364 pages), four FOIA documents (83 pages), 16 Summaries of Agency Employment (26 pages), and two miscellaneous documents (531 pages).

Records Management Division

Personnel from RMD, the Office of General Counsel, the Office of Security, and the DCI Security Committee attended an interagency meeting at the National Security Council to discuss the latest draft of the standard SCI and Collateral Nondisclosure Agreement forms. Wide differences of opinion still exist on how stringent the language should be that is used on these forms. As a result, it seems likely that the standard nondisclosure agreement forms will set minimum standards for these agreements and that agencies having more stringent requirements, such as CIA, will be able to request a waiver from using the standard forms.

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A Records Systems Branch (RSB) officer has completed a survey of the Office of Finance (OF) Registry. The report highlighted the problems the OF Registry was having in microfilming travel vouchers and made several specific recommendations on eliminating the backlog problem.

Members of RSB and the Information Technology Branch completed the transfer of all word processing activities of the Information and Privacy Division (IPD) to the second Wang computer processing unit (CPU). IPD personnel are the only users of this system and this change will increase the system's responsiveness to IPD's needs, as well as provide a backup in case of problems with the other CPU.

Personnel of the Agency Archives and Records Center (AARC) met with personnel from the National Photographic Interpretation Center/DS&T on 28 June to discuss the transfer of 11 cabinets of 35mm film. AARC personnel explained how the film could be transferred and made arrangements to pick it up.

Chief, TSCADS met with Department of Defense (DOD) officials to discuss NATO document control procedures. Approval was given for CIA's handling of this material based on an earlier survey which DOD had conducted. In addition, steps have been taken to clear two Office of Communications personnel for processing NATO cable traffic.

There were 3,858 entries keyed into ARCINS this reporting period; 2,590 of these were related to information reports belonging to the Office of Central Reference/DI, making a total of 21,292 of 33,150 entries for this job.

Regulations Control Division

RCD completed 69 major actions on regulatory issuances including the processing and preparation of 12 new and revised issuances, negotiations involving eight issuances, preparation of 13 issuances for P&PD, and the publication of eight issuances.

Copies of the DO memorandum of noncurrence with Marriage of Employees, were hand-carried on 1 July to the Director of Personnel, the Director of Security, and Office of General Counsel whose collective position on these regulations differs from the DO. The EO/DDA was also provided a copy so that the DDA would be advised accordingly.

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Information and Privacy Division

A separate report is attached.

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Attachment:
As stated

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OIS/EXO/ [] (6 Jul 83)

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